

Present:

Marilyn Astore, Nancy Burns, Rod Brawley, Caroline Rounds, Sharon Zell-Sacks, Cathy Skivers, Leslie Thom, Stuart Wittenstein

Absent:

Maureen Burness, Sue Douglass, Joy Efron, Donna Sexton

From the California Department of Education, others in attendance for some part of the meeting:  
Greg Geeting, Dennis Kelleher

The meeting was convened at 10:05. Task Force members introduced themselves.

- Dennis Kelleher administered the Oath of Office to all Task Force members present and assisted some Task Force members with the completion of Form 700 Financial Disclosure/Conflict of Interest. It was requested that information for completion of the ethics training be posted on the list serve.
- Dennis Kelleher provided copies in print or on disk of the Bagley Keene Act to all task force members and outlined the legal requirements this law imposes on a state body such as the Braille Reading Standards Task Force. It was requested that a summary of some of the requirements of Bagley-Keene be posted on the task force list serve.
- The Task Force considered the dates selected for future meetings, Though it was decided not to change any meeting dates at this time because of the absence of one third of the members, it was agreed that meeting dates could be discussed and changed in the future when the total membership is in attendance. The meeting dates currently all of Friday and are: November 7, December 5, January 23, March 5 and April 23.
- Stuart Wittenstein presented his conceptual draft introduction/preface document. After brief discussion Cathy Skivers moved and Leslie Thom seconded to accept the document with the understanding that some refinements, revisions and editing of the contents to the document could occur. The motion passed unanimously.
- Sharon Sacks and Nancy Burns led a discussion regarding the need to establish sub-committees. After discussion, the following four sub-committees were established and specific task force members volunteered to participate on particular sub-committees as follows:

o Code Acquisition	Douglass, Rounds and Thom
o Readiness/Pre Literacy	Astore, Douglass, Sacks and Sexton
o Mechanics	Efron, Rounds, Skivers and Thom
o Writing	Burns, Rounds, Skivers and Thom
- Rod Brawley and Dennis Kelleher will serve as a resource person as needed to each sub-committee.
- The group discussed at length a variety of issues concerning the development of Braille reading and writing standards including, but not limited to attitudes towards Braille, contracted versus uncontracted Braille and Braille format and style. There was a discussion of the pre-kindergarten Reading Guidelines which are available on line at [http://www.cde.ca.gov/cyfsbranch/child\\_development/califcontext.htm](http://www.cde.ca.gov/cyfsbranch/child_development/califcontext.htm)

- Greg Geeting indicated that additional information about these guidelines could be obtained by contacting Tom Cole, Consultant in the Child Development Division, at (916) 323-9034. Rod Brawley distributed copies of the Braille specifications for California Adoptions.
- The group decided that the next meeting on Friday, November 7, from 10AM to 2PM that will be held at the California Department of Education, 1430 N Street, Conference Room 2408 shall be composed primarily of meetings of the various sub-committees. Sharon Zell-Sacks and Nancy Burns shall develop the specific agenda activities and provide it to Dennis Kelleher for posting by October 25th.
- The meeting adjourned at 2:00 PM.